

### DOCR - Work Rule Transfer - Java

This Job Aid outlines the **Work Rule Transfer** process to change an employee's paid meal break to an unpaid meal break for specific hours, so that employees are paid accurately.

DOCR employees unable to leave the work site are assigned a pay rule for a paid meal break, as part of their standard workday.

In specific working scenarios, employees may be detailed to assignments, or working in another capacity, where they able to leave the work site, and therefore would not be entitled to the paid meal break for their worked shift.

A **Work Rule Transfer** allows a manager to adjust how the employee is paid for a specific shift that is different than their normal assignment.

**Note 1** - Typically for a shift with an un-paid meal break, we only record the actual hours worked (i.e, the 8-hour shift). However, with a Work Rule Transfer, the un-paid 30-minute meal break is subtracted in the calculation, so the entire shift duration (8.5-hours) must be recorded.

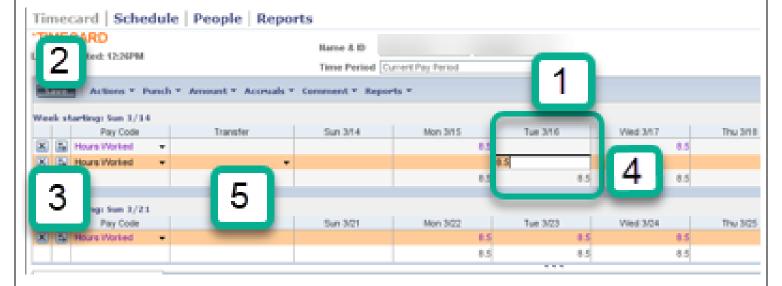




In our example, we are going to adjust the hours worked from the 3/16 date to reflect the unpaid meal break scenario.

In order for the system to process the hours as an unpaid meal break, we must first delete the hours for the day.

- 1. Select the cell, with hours worked and delete the hours.
- Click save.

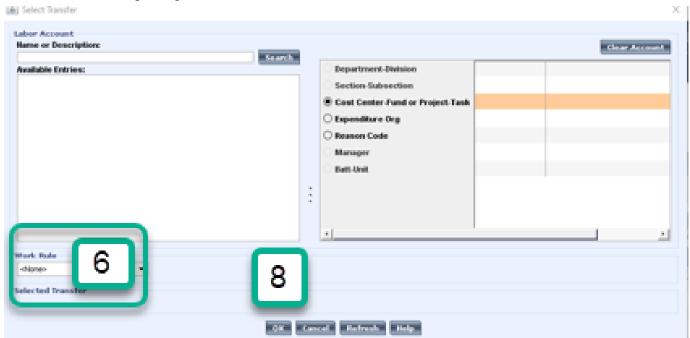


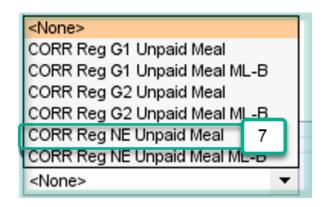
- 3. Add a new row with the pay code Hours Worked to capture the shift as an unpaid meal break.
- 4. Enter the total duration of hours for the shift. (06:30AM 3:00PM = 8.5 hours) See Note 1, Page 1.
- 5. Select the **Transfer** dropdown menu This will open a new pop-up window.





#### **Transfer Pop-Up Window**





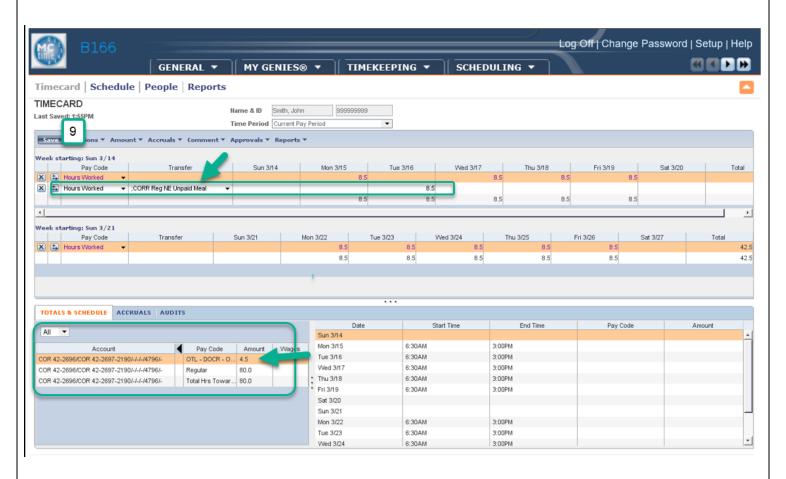
Work Rule	Job Title	Rank
NE	Correctional Officers Resident Supervisor I, II Dietary Officers	Private, PFC, Sergeant, Corporal,
G1	Shift Commander Dietary Supervisor	Lieutenant
G2	Team Leader	Captain

- 6. Select the Work Rule drop down menu selector.
- 7. Select the **Work Rule** associated with the employees default Pay Rule (**Note**: If the employee is certified for Multilingual, select the appropriate ML B work rule.)
- 8. Click **OK** to apply.





The Timecard view should look like this once we return from the **Transfer** pop-up window.



#### 9. Click Save.

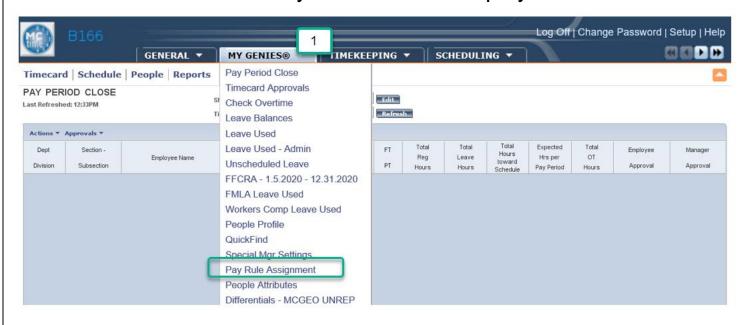
**Note:** Please review the totals for pay period and daily totals for validation that the rule is applied as expected.

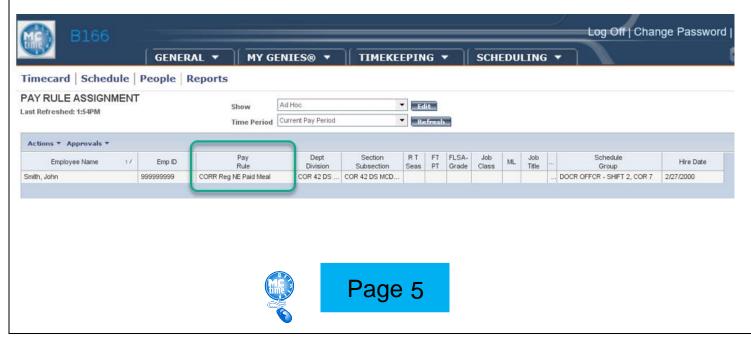




#### **Pay Rule Determination**

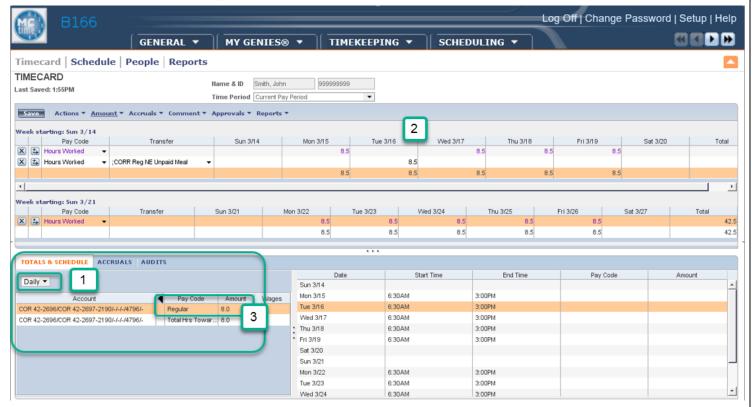
- 1. From the **MY GENIES** menu, select the Pay Rule Assignment Genie.
- Find the Employee utilizing a Hyperfind Query like \_\_\_All Home and note the Pay Rule for that employee.







#### Validate the Daily calculation of hours



#### To review the total hours for the day:

- 1. Select the Daily option from the Totalizer dropdown menu.
- 2. Select a cell for the date.
- 3. Review the values in the Totalizer.
- 4. See Note 1, Page 1.

